

BARASAT GOVT. COLLEGE

NOTICE

Dated -11-04-14

All Heads of the departments, OIC, Morning Section are hereby requested to note the following :

1. To enforce strict discipline in regard to students' attendance in the ensuing session 2014-15.
2. Significant shortfall of attendance of a student shall lead to respective guardian's call initially and if necessary, the said student will be debarred from enjoying any stipend/scholarships, fees concession/ non-collegiate for readmission etc./ finally striking out his/her name from college roll strength.
3. Keep a departmental record for the number of classes could not be taken due to
 - i) Class suspension
 - ii) non-availability of students in the class
 - iii) Teacher's absence due to leave etc.
4. Retain performance record of all students, tracking the record from their admission to appearance at the different examinations, special achievement, if any
5. Special care to be taken for SC/ST, OBC & Minority, BPL category students, if any.
6. Send to this office the monthly performance register of the teachers by 1st.working day of each month positively.
7. For PG students , Keep record for his /her Placement & other special achievements, if any.

Principal